

## **AGENDA**

### **BOARD OF DIRECTORS SPECIAL MEETING**

**April 28, 2020, 4:00pm**

**Chico Country Day School**

**Zoom Web Conference:**

**<https://us04web.zoom.us/j/71234936116?pwd=WUM1cmhrSWI1a3d1WkJncVg4YVpOZz09>**

**This meeting will be conducted via web conference. To participate in the live meeting, click on the link below.**

**<https://us04web.zoom.us/j/71234936116?pwd=WUM1cmhrSWI1a3d1WkJncVg4YVpOZz09>**

**QUESTIONS and COMMENTS to address the Board during the meeting may be sent to:**

**[Boardofdirectors@chicocountryday.org](mailto:Boardofdirectors@chicocountryday.org)**

### **Mission Statement**

Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.

#### **1. CALL TO ORDER & ROLL CALL**

#### **2. SPECIAL SESSION**

- 2.1 Introduction of Claudia Trout, Director of Student Affairs
- 2.2 Update on Distance Learning at CCDS
- 2.3 Agreement For Purchase & Sale of Two Portable Buildings to Thermalito Union Elementary School District
- 2.4 Board Resolution: Release/Reduction/Adjustment of Certificated Employees
- 2.5 Cal-OES Form 130 Board Resolution: Designation of Applicant's Agent Resolution for Non-State Agencies
- 2.6 Minutes from meetings of March 11, 2020, March 16, 2020 & April 6, 2020

#### **3. ADJOURNMENT:** Adjourn; Next regular meeting is May 13, 2020

#### **Information, Procedures and Conduct of CCDS Board Meetings:**

##### **Student Participation:**

At the discretion of the Board Chair, students may be given priority to address items to the Board

##### **Public input on specific agenda items and those items not on the agenda:**

The CCDS Board of Directors welcomes and encourages public comments. Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board Chair. In the case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and give his or her name. Comments must be directed to the Board as a whole and not to individual board members or employees. The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. Items brought forth at this part of the meeting may be referred to the Administration or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

**Special Needs:** If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the CCDS office at 530.895.2650. CCDS will attempt to accommodate your disability.

**Copies of Agendas and Related Materials:** Materials are available at the meeting, on the website at [www.chicocountryday.org](http://www.chicocountryday.org), or in the Main office prior to the meeting @ 102 W. 11<sup>th</sup> Street, Chico, CA 95928.

## **Property Values of Portable Classrooms for Thermalito Union Elementary School District**

### **Background information**

Chico Country Day School (CCDS) owns six portable classrooms, two of which are currently used as a special education classroom and a main office. With the Measure K building project, CCDS will only be relocating 4 of the 6 portable classrooms for future use. The extra two need to be removed from campus.

There is no expectation these two portable classrooms will be used by CCDS in the future.

CCDS would like to sell two classrooms to Thermalito Union Elementary School District (TUESD), a public school district located in Oroville, California. The sale of the portables is contingent on TUESD agreeing in writing to pay all cost for the removal and transportation of the portables to their new destination and executing the attached agreement releasing CCDS of any liability regarding the buildings.

Pursuant to Section 17546(a) of the Education Code, the Chico Country Day School Board of Directors by unanimous vote must agree that the value of the portable is less than \$2,500 in order to sell the classrooms to TUESD for the agreed-upon purchase price of \$1.00 per portable classroom.

It is requested that the Board of Directors unanimously agree that the value of each portable classroom does not exceed \$2,500 and approve of the sale of the portable classrooms to TUESD for the agreed-upon price of \$1.00 per portable classroom.

### **Educational Implications**

The effective management of the CCDS financial resources allows CCDS to implement our mission.

### **Fiscal Implications**

Revenue equals to the agreed-upon purchase price of the portables.

## AGREEMENT FOR PURCHASE AND SALE

This Agreement of Purchase and Sale (the "Agreement") dated as of \_\_\_\_\_ 2020, ("Effective Date"), is between Chico Country Day School, a California Public Charter School ("CCDS"), and Thermalito Union Elementary School District, a California Public School District, ("TUESD") (each a "Party" and collectively the "Parties").

### RECITALS

A. CCDS desires to sell to TUESD two portable classrooms in exchange for one dollar for each portable.

B. The Parties desire to enter this Agreement to effectuate the purchase and sale of the Portables.

NOW, THEREFORE, IT IS AGREED BY THE PARTIES AS FOLLOWS:

1. Sale. CCDS agrees to sell to TUESD and TUESD agrees to purchase from CCDS on the terms and conditions set forth herein, that certain portable classroom buildings described in Schedule 1 to Exhibit A, attached hereto and incorporated herein by this reference (the "Portables").

2. Purchase Price. The purchase price for the Portables is One Dollar (\$1.00) for each portable ("Purchase Price").

3. Transfer of Portables. Within five business days of the Effective Date, CCDS shall execute and TUESD shall accept the Bill of Sale attached hereto as Exhibit A, and TUESD shall pay CCDS the Purchase Price. TUESD will pay all costs for the removal and transportation of the portables to their new destination.

4. TUESD's Independent Investigation. TUESD acknowledges, agrees, represents, and warrants that it has been given a full opportunity to obtain, review, inspect and investigate each and every aspect of the Portables, including the size and dimensions of the Portables, the physical and environmental condition and aspects of the Portables, and all other matters concerning the condition of the Portables.

5. As-Is Transfer. TUESD SPECIFICALLY ACKNOWLEDGES AND AGREES THAT CCDS IS SELLING AND TUESD IS PURCHASING THE PORTABLES ON AN "AS IS WITH ALL FAULTS" BASIS, CONDITION AND STATE OF REPAIR INCLUSIVE OF ALL FAULTS AND DEFECTS, WHETHER KNOWN OR UNKNOWN, AS MAY EXIST AS OF THE TRANSFER, THAT CCDS HAS NO OBLIGATION WHATSOEVER TO MAKE ANY REPAIRS AND RENOVATIONS TO THE PORTABLES AND THAT TUESD IS NOT RELYING ON ANY REPRESENTATIONS OR

WARRANTIES FROM CCDS OR ITS AGENTS AS TO ANY MATTERS CONCERNING THE PORTABLES.

6. Waiver and Release. TUESD hereby releases CCDS from any and all manner of rights, liabilities, claims, actions, causes of action, suits, proceedings, demands, damages, costs and expenses (including attorney's fees and costs) that TUESD now has or may have in the future, arising out of directly or indirectly, or in any way connected with the Portables, this Agreement or the purchase and sale of the Portables.

7. Indemnity. TUESD hereby agrees to indemnify, hold harmless and defend CCDS from and against any and all manner of rights, liabilities, claims, actions, causes of action, suits, proceedings, demands, damages, costs and expenses (including attorney's fees and costs) relating to or arising from the sale of the Portables to TUESD or the future maintenance and use of the Portables.

8. Entire Agreement. This Agreement, including the exhibit hereto, contains all representations, warranties and covenants made by TUESD and CCDS and constitutes the entire understanding between the parties hereto with respect to the subject matter hereof. Any prior correspondence, memoranda or agreements are replaced in total by this Agreement together with the exhibit hereto.

9. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

10. Governing Law. This agreement shall be governed by and construed in accordance with the laws of the State of California without regard to its choice of law principles.

11. Interpretation of Agreement. Each party has received independent legal advice from its attorneys with respect to the advisability of executing this Agreement and the meaning of the provisions hereof. The provisions of this Agreement shall be construed as to their fair meaning, and not for or against any party based upon any attribution to such party as the source of the language in question.

12. Authority. Each individual executing this Agreement on behalf of the Parties represents and warrants that he or she is duly authorized to execute and deliver this Agreement.

**[Signature Page to Follow]**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

**CCDS:**

Chico Country Day School

By \_\_\_\_\_  
Margaret Reece, Chief Business Officer

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

**SCHOOL:**

Thermalito Union Elementary School District

By: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

## **EXHIBIT A**

### **Bill of Sale**

THIS BILL OF SALE is executed as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020 (the "Effective Date") by and among Chico Country Day School, a California Public Charter School ("CCDS") and Thermalito Union Elementary School CCDS ("TUESD").

- A. CCDS is the owner of certain portable classroom buildings described in Schedule 1, attached hereto and incorporated herein by this reference ("Portables").
- B. CCDS and TUESD have entered into an Agreement for Purchase and Sale, dated \_\_\_\_\_, 2020 for the CCDS's sale and TUESD's purchase of the Portables.
- C. In implementation of the Agreement, CCDS desires to transfer to TUESD, and TUESD desires to accept, all of CCDS's interests in the Portables.
- D. The transfer contained herein is made "as is, where is", with all faults, without any representation or warranty whatsoever on behalf of CCDS.
- E. TUESD shall pay all costs for the removal and transportation of the portables to their new destination.

IN CONSIDERATION OF THE FORGOING, and for other good and valuable consideration, CCDS hereby grants, transfers and conveys to TUESD, and TUESD accepts conveyance of, all of CCDS's interests in the Portables. CCDS and TUESD hereby agree to execute such other documents and perform such other acts as may be necessary or desirable to carry out the purposes of this Bill of Sale.

**[Signatures on following page]**

IN WITNESS WHEREOF, CCDS and TUESD have executed this Bill of Sale as of the Effective Date.

**“CCDS”**

Chico Country Day School, a California Public Charter School

By: \_\_\_\_\_  
Margaret Reece, Chief Business Officer

AGREED AND ACCEPTED BY TUESD:

By: \_\_\_\_\_

**SCHEDULE 1 TO BILL OF SALE**

Description of the Portables

Two (2) 24 foot by 40 foot portable classroom buildings

DSA Application Number	Serial Number	Manufacturer



## **CCDS BOARD OF DIRECTORS**

**Proposed Agenda Item:** Release/Reduction/Adjustment of Certificated Employees

**Prepared by:** CCDS Administration

**Board Meeting Date:** 4/28/2020

### **Action Agenda**

#### **Background Information:**

In 2012-13, the board adopted a clause in the certificated contract stating, “The school may elect not to renew this Agreement for any reason at its sole discretion by providing the Employee with written notice of non-renewal by May 1<sup>st</sup>”. At this point in time, CCDS and other schools are facing budgetary uncertainty due to changes in the funding mechanism proposed by the Governor, resulting in a potential loss of income. Due to anticipated severe cuts to education funding and uncertainty regarding the Fall 2020 start to school, CCDS may need to reduce or alter staffing levels. Therefore, approving this resolution will initiate the process of notification of certificated staff members that their services may or may not have a contract change after the end of the current school year.

#### **Educational Impact:**

This will provide the school with needed flexibility to staff appropriately for the 20-21 school year given variables such as adjustments needed for changes in enrollment and funding.

#### **Fiscal Impact:**

Positions will likely be filled next school year, but this provides the needed flexibility for enrollment and funding changes and complies with the 19-20 certificated contract.

**Chico Country Day School  
Board Resolution  
Release/Reduction/Adjustment of Certificated Employees**

**Whereas** the 2019-20 Certificated Contract requires that CCDS notify employees of the non-renewal of their contract for a certificated position for the next succeeding school year;

Now, therefore, be it resolved by the Board that:

1. As determined by the Director of Education, some certificated employees of the school employed in a position requiring a contract may be released at the end of the 2019-20 school year, or their contract shall be adjusted for the 20-21 school year, depending upon staffing needs.
2. The Director of Education, or designee, is authorized and directed to give notice to each affected employee of this decision. Notice shall be given:
  - a. In the manner required by the contract
  - b. In conformity with the mandated timeline.

This resolution was passed and adopted by the Board at a regular meeting held on the 28th day of April 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Signed and approved by me after its passage.

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Board Chair

Attest:

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Board Secretary

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Chico Country Day School  
(Governing Body) (Name of Applicant)

THAT Chief Business Officer OR  
(Title of Authorized Agent)

Director of Education OR  
(Title of Authorized Agent)

Director of Special Education  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Chico Country Day School, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Chico Country Day School, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- ☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.  
☐ This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 28 day of April, 20 20

Jessika Lawrence, Chair  
(Name and Title of Governing Body Representative)

Chris Constantin, Vice Chair  
(Name and Title of Governing Body Representative)

Michele Mittman, Treasurer  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Fawn Ruby, duly appointed and Secretary of  
(Name) (Title)

Chico Country Day School, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Chico Country Day School  
(Governing Body) (Name of Applicant)

on the 28 day of April, 20 20

\_\_\_\_\_  
(Signature) Secretary  
(Title)



STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
Cal OES 130 - Instructions

**Cal OES Form 130 Instructions**

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



## **Minutes CCDS Board of Directors Emergency Meeting**

**Date: Monday, March 16, 2020 Time: 11:00am**

**Location: Zoom: 636-251-3717**

**<https://zoom.us/j/6362513717>**

### **1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 11:02 am PT

Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Fawn Ruby, Nicole Plottel.

Absent: Jamie Clyde, Chris Constantin

### **2. APPROVAL OF BOARD AGENDA:** Ruby/Ho to approve. All in favor: Lawrence, Mittman, Ruby, Plottel, Ho (5-0).

### **3. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE EMERGENCY BOARD MEETING AGENDA** none

### **4. CLOSED SESSION**

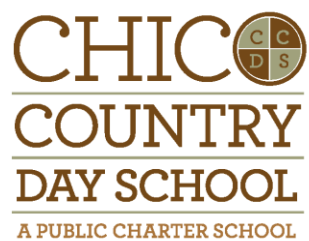
#### **4.1 THREAT TO PUBLIC SERVICES OR FACILITIES [Gov't. Code § 54957(a)]**

### **5. REGULAR SESSION**

5.1 Announcement of any action taken in Closed Session or items to be approved in Open Session that were reviewed in Closed Session: discussed actions being taken by other schools in Butte County. No action taken

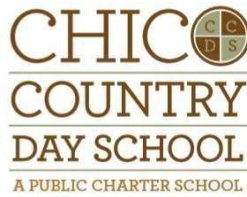
5.2 Information/Discussion/Action: Impact of Coronavirus on School Activities and Consider School Closures: Resolution was reviewed. Mitman/Plottel to approve. All in favor: Lawrence, Mittman, Ruby, Plottel, Ho (5-0).

### **6. ADJOURNMENT: 11:22 am PT**



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## **Minutes**

### **CCDS Board of Directors Regular Meeting**

**Date:** Wednesday, March 11, 2020

**Time:** 5:30 p.m.

**Location:** CCDS Middle School

**1054 Broadway Campus, Room 7**

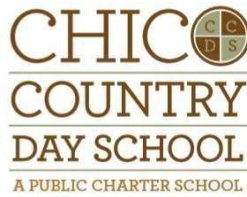
- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 5:30 p.m.  
Attendees: Jessika Lawrence, Michele Mittman, Chris Constantin, Thang Ho, Fawn Ruby, Nicole Plottel, Jaime Clyde (Clyde arrived at 6:30 p.m.)
- 2. CLOSED SESSION**
  - 2.1 Public Employee Evaluation**  
Per Government Code §54957  
Title: Director of Education, Director of Student Affairs
- 3. REGULAR SESSION**
  - 3.1 Approval of Regular Agenda** – Constantin/Ho to approve. All in favor:  
Lawrence, Mittman, Constantin, Ruby, Plottel, Ho, Clyde (7-0).
  - 3.2 Report from closed session** – Discussed appointment of Director of Student Affairs
- 4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA** – Public notes concern about Coronavirus and the impact of Exhibition Night.
- 5. CONSENT AGENDA** – Mittman/Plottel to approve. In favor: Lawrence, Mittman, Ruby, Plottel, Ho, Clyde. Opposed: Constantin (6-1)
  - 5.1 Minutes from Regular Meeting of 1/8/20, and Special Meetings of 2/24/20 & 3/5/20
  - 5.2 Leadership Team Board Report
  - 5.3 Board Report of Checks March 11, 2020
  - 5.4 Resolution regarding Signor Authorization
  - 5.5 Confirmation of Audit Firm 2019-20
  - 5.6 IRS Form 990 and CA Form 199
  - 5.7 Vacation Policy Amendment
  - 5.8 Overnight Field Trips
    - 5.8.1 Angel Island (8<sup>th</sup>)
    - 5.8.2 Presidio (7<sup>th</sup>)
- 6. DISCUSSION/ACTION ITEMS**
  - 6.1 LCAP Proposed Goals/Local Indicators** - Fischer gave report on progress of LCAP
  - 6.2 Measure K Request: Construction 2020-21** – Construction project was approved by DSA. Reece feels comfortable that we are still on originally proposed timeline. Next step is to get bids from contractors. The goal is to have the project completed in 2021. Project will include a new kindergarten wing and Administration building.

- Constantin/Mittman to approve. Lawrence, Mittman, Constantin, Ruby, Plottel, Ho, Clyde (7-0).
- 6.3 **Strategic Plan Priorities Related to Silicon Schools Visits** – Offer up to \$800,000 over four years to replicate CCDS. Two options: Replicated K-8 or build high school. Offer for PD options – send teachers to Relay Graduate School and Standards Institute. They will fund tuition. CCDS pays for travel. CUSD cannot offer facilities, but CCDS Administration does not think finding facilities would be a problem. Board support the idea of creating a sub-committee to research and develop a strategic plan for building a high school
- 6.4 **2019-20 2<sup>nd</sup> Interim Budget Report** – Administration reports that attendance has dipped to 96.4%, down from 97%. It has also been determined not to hire an outreach coordinator at this time because the new Director of Student Affairs may be able to take on some of the responsibilities that this coordinator may have had. Position will be revisited at a later date if needed. Admin notes that a recession is on the horizon, which will likely impact school funding. Admin also noted that if CCDS cancels the auction as a result of the Coronavirus, budget will be impacted as well. Constantin/Ho to approve. Lawrence, Mittman, Constantin, Ruby, Plottel, Ho, Clyde (7-0).
- 6.5 **Energy Conservation Assistance Competitive Loan Program** – Admin reports this is a zero interest loan to pay for the completion of a solar project with a repayment term of 20 years. The anticipated cost of a solar project for CCDS is \$800,000. Admin seeks board approval to apply for the program. Plottel/Mittman to approve. Lawrence, Mittman, Constantin, Ruby, Plottel, Ho, Clyde (7-0).

**7. ADJOURNMENT:** Lawrence adjourned at 7:10 pm. Next regular meeting is May 13, 2020.

Respectively Submitted,  
Fawn Ruby





## **Minutes**

### **CCDS Board of Directors Special Meeting**

**Date: Thursday, March 11, 2020**

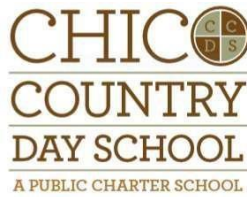
**Time 6:30 p.m.**

**Location: CCDS Middle School**

**1054 Broadway Campus, Room 5**

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 7:15 p.m.  
Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Fawn Ruby, Nicole Plottel, Chris Constantin, Jamie Clyde
- 2. SPECIAL SESSION**
  - 2.1 Public Employee Appointment: Title: Director of Student Affairs -**  
Thang/Plottel to approve. All in favor: Lawrence, Mittman, Constantin, Ruby, Plottel, Ho, Clyde (6-0)
  - 2.2 E-rate Contract: K5 Telecom:** Ruby/Thang to approve. All in favor: Lawrence, Mittman, Constantin, Ruby, Plottel, Ho, Clyde (6-0)
- 3. ADJOURNMENT:** Lawrence adjourned at 7:20 pm. Next regular meeting is May 13, 2019.

Respectively Submitted,  
Fawn Ruby



## **Minutes**

### **CCDS Board of Directors Special Meeting**

**Date: Monday, April 6, 2020**

**Time: 4:15 p.m.**

**Location: Zoom Web Conference**

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 4:24 p.m.  
Attendees: Jessika Lawrence, Michele Mittman, Thang Ho, Fawn Ruby, Nicole Plottel, Absent: Jamie Clyde, Chris Constantin
- 2. SPECIAL SESSION**
  - 2.1 Emergency FMLA & Emergency Sick Leave Policy** - Lawrence/Mittman to approve. All in favor: Lawrence, Mittman, Ruby, Plottel, Ho (5-0)
  - 2.2 Remote Work Agreement** - Ho/Lawrence to approve. All in favor: Lawrence, Mittman, Ruby, Plottel, Ho (5-0)
  - 2.3 Third Interim Budget Revision** - Plottel/Ruby to approve. All in favor: Lawrence, Mittman, Ruby, Plottel, Ho (5-0)
- 3. ADJOURNMENT:** Lawrence adjourned at 4:48 p.m. Next regular meeting is May 13, 2020

Respectively Submitted,  
Fawn Ruby